

**Glendale Community College
Institutional Planning Coordination Committee**

MINUTES

September 26, 2011 - 12:15 p.m. in AD121

Present: Ed Karpp, Mike Scott, Margaret Mansour, Trudi Abram, Hoover Zariani, Wayne Keller, Alfred Ramirez, Alice Mecom, Isabelle Saber, Regina Kim, Nathan Neven

Guest: Sarah McLemore

CALL TO ORDER

Ed Karpp called the meeting to order at 12:15 p.m.

1. APPROVAL OF MINUTES

- **MSC (Abram/Scott)** to accept the minutes of the September 12, 2011 meeting.

2. OLD BUSINESS

Procedure for Urgent Resource Requests Outside of Regular Timeline

The committee discussed the draft process for handling urgent resource requests that are made outside the regular program review timeline. The process seems unable to handle a new position for a new program because a new program would not go through program review. The Senate might also have an issue with circumventing IHAC if urgent positions are requested, but the committee felt that IHAC would probably never have to be involved because requests for full-time instructional faculty members always follow the regular timeline. Urgent requests would generally be for classified positions.

The Senate will provide feedback about this draft process before any action is taken to approve it.

The committee discussed how information about urgent requests could be used for planning purposes.

The committee discussed the issue of emergencies that are funded through the contingency reserve for emergencies, such as gas leaks. The Budget Committee should also discuss how different kinds of urgent/emergency requests are handled.

The committee discussed the issue of approving the return of retired employees under contracts. The committee felt it would be appropriate to raise this issue at the next Budget Committee meeting.

Follow-Up Report Due March 15, 2012

The committee set a deadline of Wednesday, October 19 for first drafts of the Follow-Up Report. The drafts will then be discussed at the Monday, October 24 IPCC meeting.

The committee also decided to tentatively schedule an IPCC meeting for Monday, November 7. This is not the regular meeting time (November 7 is the first Monday and the IPCC's regular meeting time is the second and fourth Mondays) but it might be necessary as the committee coordinates the writing of the Follow-Up Report.

3. NEW BUSINESS

IPCC Composition

The committee discussed a proposal for changing its composition by adding the faculty Curriculum & Instruction co-chair, Sarah McLemore, as a voting committee member and by removing Amir Nour and Bill Taylor as resource members.

- **MSC (Saber/Abram)** to recommend to the Governance Review Committee to add the faculty Curriculum & Instruction co-chair (Sarah McLemore) as a voting member of the IPCC and to remove Amir Nour and Bill Taylor as resource members of the IPCC.

IPCC Chair Election

The committee voted that Ed Karpp continue as chair of the IPCC for 2011-2012.

- **MSC (Abram/Ramirez)** that Ed Karpp continue as chair of the IPCC for 2011-2012.

New Draft Planning Handbook for 2011-2012

The committee began reviewing the draft Planning Handbook for 2011-2012. Some revisions and updates were suggested. The committee will continue its review of the Planning Handbook at its next meeting.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

The next meeting dates will be October 10 and 24, with a tentative meeting scheduled for November 7 (the first Monday of November).

Submitted by Ed Karpp